

## **HIV/AIDS in the Workplace Lesson Plan**

**Time Required:** 1-1/2 - 2 Hours

*The module will be conducted using the attached training package, HIV/AIDS at Work, which was developed, under contract, for the U.S. Department of Health and Human Services. It addresses participant knowledge and beliefs about HIV/AIDS, and related Federal workplace policies and their application to HIV/AIDS issues in the workplace.*

*This module is to be introduced and conducted primarily by a health professional -- such as a Registered Nurse (R.N.) or a Wellness/Fitness Consultant from the U.S. Public Health Service (PHS). However, an agency personnel specialist, conversant with such matters as the "Family and Medical Leave Act" and other employee leave and benefit programs, should present the second portion of the module, which focuses on related Federal workplace policies.*

### **Workshop Objectives:**

This workshop is designed to:

1. Increase participant knowledge about HIV/AIDS.
2. Improve participant understanding of how Federal policies apply to HIV/AIDS in the workplace.
3. Help participants create a responsive work environment.

## **Resources Needed:**

### **Materials:**

Both the Trainer's Guide for Federal Employees and the Participants Manual can be ordered from NTIS by calling 1-800-553-6847. The publication numbers are listed beside each guide or both guides can be order in a set by requesting NTIS publication # PB 95780037.

1. The Trainer's Guide, which consists of step-by-step instructions on preparing for and delivering the training. *NTIS Publication # PB 95780052*
2. The Participant's Manual, which was designed to guide the participant through the key components of the module, and to serve as a resource for the participant while in the workplace. *NTIS Publication # PB 95780045*
3. Graphic Transparencies, to be made by the trainer from selected pages in the participant's manual. (See the listing on page T-33 in the trainer's manual).

***This package was developed with public funds; therefore all of the above materials are considered public domain and may be reproduced without permission or cost.***

### **Equipment:**

Overhead projector  
Overhead transparencies

## **I. Welcome/Introduction/Purpose**

### **A. Course manager**

*Welcome the participants to the workshop. Introduce the health professional, indicating his/her medical credentials, and the agency personnel specialist. Indicate that this module was designed -- in accordance with President Clinton's direction, in 1993 -- to educate all Federal employees about HIV/AIDS and related Federal workplace policies.*

### **B. Presenter(s)**

*Review the workshop objectives with participants, and then begin on page P-3, of the Trainer's Guide asking participants to "consider the following situation..." Follow the Trainer's Guide to conclusion. Close by briefly reviewing the six (6) "key questions" to assure that all were addressed.*

## **II. Purpose**

To provide each participant with education on HIV/AIDS and information on related workplace policies. This educational effort began in 1993, for all Federal employees, at President Clinton's direction.

## **III. Workshop Objectives**

This workshop is designed to:

1. Increase your knowledge about HIV/AIDS.
2. Improve your understanding of how Federal policies apply to HIV/AIDS in the workplace.
3. Help create a responsive work environment.

To accomplish these goals, six (6) key questions will be addressed:

1. How is HIV/AIDS perceived in the workplace?
2. How much do I know about HIV/AIDS?
3. What information about HIV/AIDS do I need to know?
4. What protection is guaranteed Federal employees affected by HIV/AIDS?
5. What are my responsibilities in following Federal HIV/AIDS policies at work?
6. What other resources are available in responding to HIV/AIDS issues?

## **IV. Conclusion: Can you answer the six (6) key questions?**

## **Agenda**

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### **IV. Conclusion: Can you answer the six (6) key questions?**